



**MEETING OF THE UKFSC EXECUTIVE BOARD
HELD AT 1100 HOURS ON MONDAY 21ST NOVEMBER 2011
AT FAIROAKS AIRPORT**

RECORD OF DECISIONS

Present:

Tony Wride	- Chairman (Monarch)
Steve Hull (SH)	- Vice-Chairman (RTI)
Tony Barrett-Jolley(TBJ)	- Treasurer (Air Contractors)
Robin Berry(RB)	- Non-Executive Board Member (CTC)
Rich Jones (CE)	- Chief Executive

Observers:

Rob Holliday	-Virgin Atlantic
Jacky Mills	- Eastern Airways
Pavandeep Johal	- Titan Airways

INTRODUCTION

The Chairman formally opened the meeting by welcoming the Members of the Executive Board to the second Executive Board Meeting of 2011. The Chairman then welcomed three Observers from within the Full Membership and explained that the rationale behind their attendance was to enable them to gain an insight into the Board's business and its intentions for the future of the UK FSC.

ITEM 1 **Apologies for absence**

Mark Chesney	- CAA Representative
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ITEM 2 **Matters Arising from Record of Decisions of the Executive Board Meeting – 4th May 2011**

2.1 (Para 4 2.2) The Board had directed the CE to review the working capital held in the current and immediate access High Interest accounts to ensure that any surplus was transferred into the Income Bond or similar at its renewal in July 2011. As a result, an additional £39000 had been transferred from the working capital accounts and added to the maturing Bond providing £250,000 for Contingency Fund investment. The CE had also been directed to ensure maximum benefit was being gained through appropriate investment, including splitting holdings to provide additional protection. Accordingly, the £250,000 had been divided equally between a Cater Allen 1 Year Fixed Term Deposit for Clubs & Associations and a Barclays Fixed Rate Bond.

Decision: The Executive Board confirmed the decision to divide the Contingency Fund into two investment vehicles which had been selected by the CE and



Treasurer in accordance with extant UKFSC Constitutional Policy and endorsed by the Executive Board out of Committee at the time of transfer.

2.2 (Para 6.1) The CE had been directed to seek expressions of interest from UKFSC Airline Reps to serve as Chairman and other roles on the Executive Board. This had resulted in five Representatives expressing an interest in becoming involved with the Executive Board, three of which were present as Observers. The other two Members, who had been invited but were unable to attend, were Chris Brady from easyJet and Martin Ring from Thomson Airways.

ITEM 3. Financial Position – Current Year 2011/12

3.1 Outturn Progress - 2011/2012 Detailed income and expenditure up to and including a best estimate for Q3 of 2010/11 is attached to these RODs. The CE explained that the outturn was running close to target and that the end of year would likely see a balanced budget. Eight Members had failed to pay this year's subscriptions but overdue action was being taken. Expenditure was under control and running around £25,000 under budget at the time of this meeting.

3.2 No contingency funding had been drawn off so far although a sum of £500 was likely to be paid towards the production costs of a Loading Error DVD before year end.

Decision: The Executive Board accepted the Outturn Report for 2011/12.

ITEM 4. Budgetary Proposal for 2012/13

4.1 The CE proposed to retain broadly similar levels of income and expenditure for 2012/13 as that allocated for the 2011/12 financial year.

4.2 The cost of recruitment for a new Chief Executive was discussed under this item and since this expenditure was outside of the planned budget. A budget allocation for advertising to provide effective recruitment coverage was discussed.

Decision: The Executive Board agreed to fund CE recruitment advertising in Flight International, a posting on the flightglobal website and a targeted post on an appropriate ex-military recruitment website.

ITEM 5 Membership Update

5.1 The current Membership stands at 101, including 8 co-opted advisors. Blink withdrew from the Committee due to financial pressures prior to the start of the subscription year.

ITEM 6 UKFSC Policy and Outputs

6.1 Executive Board.

6.1.1 From the current Executive Board, the Chair would be stepping down after his third year in post. The Treasurer (TJB) and Non-Executive Member



(RB) also indicated that they would not be seeking re-election to the Board from May 2012. The Vice-Chairman stated that he would be willing to continue to serve in any capacity or to act as the continuity during the significant changeover of personnel on the Executive Board in the coming year.

6.1.2 The CE had tendered his resignation to the Chairman on 17 November 11 and had requested that he be released from his duties on 3 February 2012.

Decision: The Chairman had accepted the CE's resignation and approved his release from contract on 3 February 2012.

6.1.3 The Board discussed the timescale and candidate qualities they would be seeking from the replacement CE. Although the ideal solution would be to hold a formal handover period between the current incumbent and the new CE, it was considered unlikely that a suitable candidate could be recruited within the timescale. As well as undertaking selection interviews of prospective CEs, contingency plans to utilise Executive Board Members to fulfil those commitments normally covered by the CE were also discussed.

Actions: The Executive Board agreed to:

- **Seek applications from candidates for the CE appointment by COP 16 December 2011.**
- **Undertake an initial sift of applications followed by selection interviews in early January 2012.**
- **Direct the CE to draw up a diary of commitments beyond his departure on 3 February 2012 to enable the Executive Board Members to identify appropriate UKFSC Representation.**

6.2 UKFSC Constitution and Admin Procedures Manual. Nil to Report

6.3 SIE Meetings The use of the City University venue for the September 2011 SIE Meeting was considered a success and would be used again for 2012. The Weston Business Centre near Stansted had been investigated and endorsed by the Treasurer. It would be held in reserve should venue problems arise with the SIE meeting programme during 2012.

6.4 FSO Familiarisation Course. The FSO Familiarisation Course continued to be popular and had produced a useful additional income. A course would be held prior to the current CE's departure in order to keep up with demand.

6.5 FOCUS Magazine. An article had appeared in the Winter edition of Focus which Ryanair had been considered critical of their company and a Ryanair crew. After a series of letter exchanges explaining the UKFSC Executive Board perspective, an appropriately worded apology has been posted in the latest FOCUS. The Executive Board discussed the principles of using articles which could be construed as criticising UKFSC Member companies and directed that care should be taken when selecting



such articles for future insertion, particularly where an incident was still under formal investigation.

6.6 UKFSC Website. Since its launch in March 2009, the UKFSC website has had 69,500 hits from 180 countries. The hosting contract with our current email hosting company continues to work well. Some work on the Joomla platform used by the website would be required in early 2012 to ensure its future security.

6.7 Seminar. After the successful SMS Seminar in September 2010, a follow-on joint event had been formally discussed with Baines Simmons. However, the conclusion was that Baines Simmons would undertake the next iteration of this Seminar series within house. Their intention was to grow the event substantially for 2012 involving a major hotel and exhibition centre, which the UKFSC would be unable to support in resource or financial terms.

6.8 Projects and Grants. The DVD production on Loading Errors had been completed and delivered out to industry. The Executive Board had already agreed ex-committee to grant £500 towards the production cost, but an invoice was still awaited.

ITEM 7 External Relations and Partnerships Update

7.1 The Relations and Partnerships which had been developed over the past four years were reviewed by the Executive Board. From the connections and partnerships identified in the Agenda, the following significant additions were highlighted by the Chief Executive (CE):

- The ECAST at EASA had enhanced its influence and effectiveness by now being directly tasks by EASA Safety Advisory Committee (EASAC).
- Other ECAST related activities:
 - The Eurocontrol Runway Safety Group would deliver the EAPPRE guidelines by end of 2011
 - The European FDM Operators Forum will hold its inaugural FDM Users Conference on 12 Jan 12.
- The CE continues to provide safety presentations to each bi-annual IATA Incident Review Meeting
 - An IATA sub gp producing a training package to address FMS input and take-off performance errors has completed its work
- The CE had joined the Air Safety Group, a body with significant Parliamentary influence, with the aim of combining forces on selected safety issues of concern.
- Runway Safety and Airspace Safety sub gps had formed within the NATS Safety Partnership Agreement, which the CE continues to support.
- On behalf of the UKFSC, the CE had contributed to a joint BALPA/GAPAN/UKFSC submission and meeting on GNSS Vulnerabilities with the UK CAA
- The CE continues to attend the Flight Safety Foundation International and European Safety Seminars and the European and International Air Accident Investigators symposiums.



- The CE is a member of the FSF European Advisory Committee which selects the presentation programme for the EASS
- The UK FSC has contributed to the development of two guideline papers on Circling Approaches and Go-Arounds.

ITEM 8 AOB

8.1 The Chairman wish to formally record his sincere thanks on behalf of the Full UKFSC Membership to the departing CE for his contribution towards developing the Committee over the past four years and wished him all the very best for his future role with the UK CAA.

Closing Remarks

The Chairman thanked the Executive Board Members and the Observers for their attendance and closed the meeting at 1400.

Next Meeting

To be notified.

Rich Jones
for Chairman
23 Nov 2011